

**UNITED STATES DEPARTMENT OF AGRICULTURE**

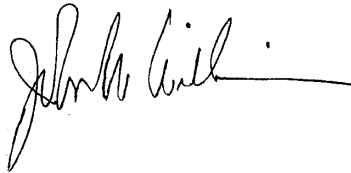
Farm Service Agency  
Washington, DC 20250

**Notice FI-2607**

**For:** All FSA Offices and FAS National Office Employees

**Revised FSA/FAS Travel Policy and Procedure Manual**

**Approved by:** Deputy Administrator, Management



**1 Travel Manual**

**A Background**

The FSA/FAS Travel Policy and Procedure Manual has been updated and placed on the FFAS Intranet home page.

The manual provides travel policy and procedures on travel authorizations, making travel arrangements, per diem, reimbursement of actual subsistence expenses, sources of funds, claims for reimbursement, miscellaneous expenses, domestic relocation, conferences and meetings, international travel, and passports and visas.

**B Purpose**

This notice announces the availability of the FSA/FAS Travel Policy and Procedure Manual.

**C Effective Date**

The travel manual became effective September 12, 2003.

**D Contact**

Direct questions about this notice to FMD, Accounting and Travel Policy Section at 703-305-1408.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2004	All FSA offices; State Offices relay to County Offices; and FAS National Office employees